

PERSONNEL BOARD MEETING
Monday, November 4, 2019 – 6:00 p.m.

Call to Order/Roll Call of Members: **Stephen Dielmann**, Vice-Chairperson; **Jacqueline Garcia-Roves**, Member; **Oscar De La Rosa**, Member; **Angel Maestre**, Member.

AGENDA

1. Request to approve the minutes of the October 2019 Personnel Board meeting.
2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and Regulations, received October 2019.

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| 1. Jennifer Parada | Community Development Department |
| 2. Daniel O. Cicilia | Fire Department |
| 3. Julio J. Guevara | Fire Department |
| 4. Sheila Miret-Diaz | Finance Department |
| 5. Jessenia Moreno | Police Department |
| 6. Emerly Rojas | Police Department |

3. Report of **Leave without Pay** for October 2019.

4. Report of **Civil Service Appointments** for October 2019.

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| 1. Raul Gonzalez | Fire Department |
| 2. Osvel Moreno | Fire Department |
| 3. Alain Piñeiro | Fire Department |

5. Report of **Resignations** for October 2019.

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| 1. Rene Gonzalez Jr. | Fire Department |
| 2. Richard J. Mancinelli Jr. | Fire Department |
| 3. George H. Garcia Jr. | Parks and Recreation Department |
| 4. Yaidel Rodriguez Rodriguez | Police Department |
| 5. Vladimir B. Saint-Amand | Police Department |
| 6. Diego A. Torres | Police Department |
| 7. Cynthia M. Rojas | Public Safety Communications Department |
| 8. Yisell Rojas | Public Safety Communications Department |

6. Report of **Maternal/Paternal Leave** for October 2019.

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| 1. Tayra Chaviano Arias | Parks and Recreation Department |
| 2. Fernando Deschapell | Parks and Recreation Department |
| 3. Randy Rodriguez | Parks and Recreation Department |

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7. Request to conduct a in-house, non-competitive civil service examination for the position of **Identification Technician I** (*David Guerra, Alexander Hernandez, Vanessa Najara, Cassidy Pepin, and Sonia Remond*).
- a. In-house, non-competitive
 - b. 100% written
 - c. Must obtain a minimum score of 70% for placement on the eligibility list.

Copy of job description and resumes are attached.
Range 49: \$1,196 - \$2,524 Bi-weekly.

8. Request to conduct a in-house, non-competitive civil service examination for the position of **Purchasing Aide** for the Parks and Recreation Department.
- a. In-house, non-competitive
 - b. 100% Oral
 - c. Must obtain a minimum score of 70% for placement on the eligibility list.

Copy of job description and resume is attached.
Range 48: \$1,155 - \$2,325 Bi-weekly.

9. Request to certify the eligibility list for **Business Tax Inspector II**.
10. Request to certify the eligibility list for **Assistant Park Manager**.
11. Request to certify the eligibility list for **Budget Analyst**.
12. Request to hear **Unfinished Business**.

12a. *Request to elect new Chairperson and Vice-Chairperson for the Personnel Board.* This item will be tabled until after elections take place on Tuesday, November 5, 2019.

13. Request to hear **New Business**.

NEXT PERSONNEL BOARD MEETING: MONDAY, DECEMBER 2, 2019 – 6:00 P.M.

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, June & July need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than two (2) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) or (800) 955-8700 (VOICE), for assistance.